



# CITY OF HOUSTON

## Job Posting

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**Applications accepted from:** ALL PERSONS INTERESTED

**Job Classification** ADMINISTRATIVE ASSOCIATE

**Posting Number** PN# 111127

**Department** Public Works & Engineering

**Division** Planning and Development Services

**Section** Office of the City Engineer

**Reporting Location** 611 Walker\*

**Workdays & Hours** M - F, 8 a.m. – 5 p.m.\*

\*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs professional administrative functions related to the daily operations of the Branch such as organizing and maintaining record keeping systems. Receives information and performs data entry and retrieval within various databases to support the branch. Interprets and implements basic rules, regulations, policies and procedures in day-to-day operations. Interprets and evaluates data to produce periodic and special reports, and other documents for management. Answers the telephone and takes messages for the branch. Schedules meetings and training seminars for employees. Conducts basic reviews of documents for accuracy, content and proper format. Interacts with general public, consultants, engineers, contractors and all levels of management, works well with limited supervision. Performs other duties as assigned.

10 **WORKING CONDITIONS**

This position routinely requires lifting of moderately heavy items, such as typewriters, supplies or records boxes (up to 40 pounds) and discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

No experience is required. Professional administrative experience may be substituted for the education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas driver's license and compliance with City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES**

Proficient in Microsoft Office software: Word, Excel, Outlook, PowerPoint and Access; knowledge of Crystal Reports preferred.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skills assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13

\$824 - \$1,154 Biweekly

\$21,424 - \$30,004 Annually

18 **OPENING DATE**

June 14, 2006

19 **CLOSING DATE**

June 20, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer